



Acquisition Today!

ACA Northern Region Newsletter

February 2004

Volume 1, Number 5

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Editor's Ramblings...

Diane Broadway

Procurement Analyst, ACA NR HQ

OK. Enough is enough. Will someone PLEASE tell the weatherman we're not supposed to endure all this cold wintery stuff? I don't think we need all this white stuff that has plagued Southern Virginia this winter. I live south of the Mason-Dixon Line for a reason, ya know? But I have to confess, it's absolutely breathtaking, and there is nothing that can compare with morning's first light on a landscape's freshly fallen snow before signs of civilization mar its beauty. I also must confess, that on the morning of our latest snowfall, I bundled up and went outside and laid in the snow and had an incredible time making snow angels. My husband just shook his head and our 3 German Shepherds just stared in disbelief... I tell you this as a way to encourage you to take time out of your busy day to enjoy **LIFE!!!** This is no dress rehearsal—this is **IT!**

Our collective lives are so filled and busy that we oft times forget to appreciate the little things that we take for granted in our lives, from the chance to get to make snow angels to catching a snowflake on our tongue (which, you know, of course, that I just HAD to do during the last snow fall). It can be something as simple as picking up the phone and renewing an acquaintance in your past to simply penning a note to someone who has been on your mind. Most of us spend the bulk of our workdays overworked and stressed out. We're all incredibly busy, short-staffed, completely overextended, and yet, we manage to get the job done. And, if we're really good, most of our woes are transparent to our customers! Learn to control your stress and select a positive form of stress relief.

Most of us have different motives for our careers, serving the men and women in uniform, whether it is to feed our patriotic vein, or simply to put bread on our tables. But whatever our motivation to continue, we do, and each one of us makes a difference. Sometimes, it may seem imperceptible to all but ourselves—we can't all be the contracting officer on the front line awarding that contract for munitions—but the point is that we all contribute to the continuation of the greatest nation the earth has ever known. We are a blessed people and I am grateful to be associated with such stellar individuals as we have in our ACA Northern Region family. You, in the field, continue to serve as inspiration to us at the Northern Region Headquarters, with your intense dedication and consummate professionalism. You make our light shine brightly for the world to see!!! Thanks for being **YOU!!!**

Ooh! Ooh! I nearly forgot to mention. We have a trivia contest with the answer to the question contained within the contents of this issue of the newsletter (don't ya just HATE this?) Well, to make it worth your while, COL B has agreed to tempt you with a 59-minute certificate to the winner (subject to supervisory concurrence and workload constraints). The rules are simple – All employees of the ACA NR – NRHQ staff excluded – are eligible to win. A drawing will take place of all correct entries received to my email inbox

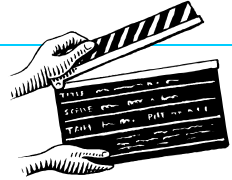


(diane.broadway@monroe.army.mil) by April 8th, noon EST. Decision of the judge, Melinda Simmons-Healy, is final, with respect to correct responses. The drawing will be held on or about 9 April, observed by ACA NR Deputy Director or his designee, and the winner (and his/her DOC) will be notified by email and/or phone. Now, here is the question – History was made in the adjudication of a claim in the ACA Northern Region recently. What made it historically significant? Good luck!

Director's Cut...

COL Steven R. Boshears

ACA Northern Region Director



In this quarter's column, I will discuss the National Security Personnel System (NSPS) and what it may mean for the Army Contracting Agency, the Northern Region, and you. The NSPS was enacted under Section 9902, Title V, of the US Code. It was enacted as Public Law 108-136 on 24 November 2003. Without question, NSPS is the most sweeping change to Civilian personnel management in DoD since passage of the Civil Service Reform Act (CSRA) of 1978.

Very few, if any, implementing details for NSPS have been determined as I write this column. The law calls for bargaining between DoD and the Federal labor unions at the national level on the implementation of NSPS. That bargaining is currently ongoing and until completed, I do not expect to see many details released. However, the basic tenets of NSPS are set by law: pay banding; pay for performance; collective bargaining at the national level; permanent authority for VERA and VSIP.

Pay banding will replace the current 15 grades (GS-1 to GS-15) used by DoD and the Army. The exact pay bands to be implemented has not been decided yet. It is possible that there will be more than one set of pay bands for differing categories of employees (for example, there may be one set of pay bands for scientific/technical workers, another for administrative/clerical, etc.). What pay banding will entail are fewer "grades" or bands and an expanded pay range within a pay band. A hypothetical example under NSPS could be a pay band from the equivalent of GS-5 through GS-11. Under pay banding an employee selected into the band at the bottom of the pay scale could, through job performance and without competition or having to reapply, advance in pay from the equivalent of GS-5 step 1 to GS-11 step 10.

Pay for performance is, in simplest terms, directly linking an employee's compensation to the results achieved on the job. Under pay for performance, "step increases" base on time-in-grade will be eliminated. And it is possible that automatic across-the-board Annual General Increases (AGI) will also be eliminated. The law requires that for FY 2004 through 2008, the overall amount allocated for compensation of civilian employees shall not be less than the amount that would have been allocated under the old GS system. A hypothetical scenario would have all civilian pay dollars, plus step increase dollars, plus AGI dollars, plus performance award dollars, placed in homogenous "pay pools" (meaning groups of employees with similar jobs and similar performance objectives). Based on established performance objectives and accomplishments, pay pool managers would distribute pay increases annually to the employees in the manager's pool. Top performers would receive the highest increases in salary, average performers average increases, and marginal or poor performers would receive small, non, or potentially even a negative salary increase.

Collective bargaining under CSRA is highly decentralized. Union Locals

typically negotiate at the installation level for their bargaining unit employees (BUEs) and enter into collective bargaining agreements at the local level that cover a wide range of negotiable topics between labor and management. This will change dramatically under NSPS, where such wide-ranging agreements will be negotiated between the DoD and Unions at the national level. There are a myriad of details to be worked out in the implementation of this portion of NSPS, but it is anticipated that there will still be room for impact and implementation (I&I) discussions at the local level. However, sweeping contracts at the local level will likely be a thing of the past. In addition, the statute grants the Secretary of Defense and DoD much greater authority to resolve employee grievances than under CSRA, while preserving the core employee protections of the CSRA.

Another aspect of NSPA with keen employee interest is the granting of permanent authority to the Secretary of Defense for Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP). The statute grants the Secretary the ability to issue up to 25,000 VERA/VSIP quotas per fiscal year to be used for either downsizing or reshaping of the DoD and its components. At press time, the Army Contracting Agency is awaiting decisions by higher authority within Department of the Army as to how many, if any, VERA/VSIP quotas the ACA would receive for FY 04. RIF laws will also be impacted.

When will this change to NSPS occur? The statute calls for the first 300,000 DoD employees to convert to NSPS in June 2004 and the next group to convert to NSPS not earlier than October 2004. Department of the Army is in the second group to be converted, hence implementation will occur for ACA not earlier than October 2004. It may be later than this as the law requires a report from DoD to Congress on the results of the first wave conversion prior to undertaking conversion of the second and subsequent groups of employees. Depending on the success of and lessons learned from the first group of employees converted to NSPS, DoD or Congress could delay conversion of the Army and ACA until some time after October 2004.

How will all this affect ACA and its employees? That is very hard to say at this point with so many details up in the air. I can say that permanent VERA/VSIP authority, to the extent that quotas reach ACA and the Northern Region, will be very helpful in reshaping our DOCs and Centers to balance our greatest resource (people) with our workload. And, the reports I've read and anecdotal evidence I've heard concerning pay banding and pay-for-performance under the Acquisition Demo has been overwhelmingly positive. I really don't have a feel yet for how collective bargaining will be affected. Of course, I see this through the eyes of a senior manager, not a BUE. I am aware that some major employee labor unions have a much less optimistic view of what the world will be like under NSPS. Regardless, this is the new law of the land. With the help of our world-class HR Specialist, Kit Lindfors, I will continue to provide additional information about the NSPS through the chain of command.

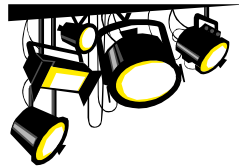
Welcome!



A warm welcome to Rita Lott, who comes to us from Fort Stewart, Georgia, and other Army posts around the world, courtesy of her husband's Army career. She is joining our Resource Support Office. She has worked at Schofield Barracks in Hawaii, Fort Leavenworth and Fort Sill Child Development Centers as the Asst Director/Program Manager, at Fort Shafter and AMR Youth Centers as the Leisure Program Manager and the US Army Reserve Command, G3/G7 while in Atlanta. She spends her free time playing golf, Tae Kwon Do, and antiquing - specifically Hawaiian items and Vintage Fountain Pens.

Michelle M. Currier has accepted the position of Public Affairs Officer (PAO) for the U.S. Army Contracting Agency, and she will be co-located with us here at Northern Region Headquarters. Michelle has BS in Business and a MS in Procurement, both from American University. With over 25 years of acquisition experience, Michelle's resume includes assignments at the Naval Research Laboratory, the Office of Naval Research, the Center for Space Technology, Military Sealift Command, and the Small Business Administration. She comes to us from NAVSEA Dam Neck-Combat Direction Systems Activity, where she served as Director of Contracts. In addition, she has served in a variety of volunteer positions with the National Contract Management Association (NCMA) at the local, regional, and national level, including National President.

The Light Shines On...



Awards Ceremony Held at NRCC Fort Eustis, Virginia **Dan DiPaola, ACA NRCC**

Since its activation by the Secretary of the Army on 1 October 2002, the U.S. Army Contracting Agency (ACA) has successfully tackled a wide array of challenging procurement actions, both in the continental United States and around the world. On 22 January 2004, Mrs. Sandra O. Sieber, the Director of the ACA, traveled to Fort Eustis, Virginia, to recognize and present awards to some of the acquisition professionals from the ACA's Northern Region, who had overcome particularly complex issues or adverse conditions to help make the ACA's successes possible.



Land Component Command and was credited with accomplishing multiple high visibility missions, including successfully implementing the Combined Joint Civil Military Operations Task Force Field Ordering Officer Program at Camp Stronghold Freedom.

Principle among these individuals was Mrs. Linda Terrell, who received one of the first Commander's Award for Civilian Service bestowed by an ACA Director. Mrs. Terrell, a contracting officer at the Fort Lee Directorate of Contracting, had recently returned from a six month deployment to Afghanistan in support of Operation Enduring Freedom. In Bagram, Afghanistan, she served as a contracting officer assigned to Coalition Forces



In addition to the award to Mrs. Terrell, the ACA Director also presented awards and certificates to three other groups of individuals during her visit. First, Mrs. Sieber recognized the acquisition team, led by Contracting Officer, Ms. Abra Smith, Contract Specialist, Ms. Barbara Blair, Cost/Price Analyst, Ms. Laurie Avery, Attorney Advisor, Mr. Dan DiPaola, and Associate Director for Small Business, Ms. Betty Gottschall, all orchestrated

under the direction of Division Chief, Mr. Joe Farrell, and NRCC Commander, LTC Fred Roitz, from the NRCC that awarded the initial Army master contracts



recognized individuals from the Northern Region whose performance, in supporting the Emergency Operations Centers at Forts Eustis, Lee, Monroe, and Story during Hurricane Isabel, allowed those Army installations to prepare for the storm and to maintain essential operations after it struck. Finally, in acknowledgement of the fact that no organization can be successful without experienced and dedicated personnel, Mrs. Sieber presented certificates and pins to the Northern Region staff with thirty years of service in the Government of the United States.

Over the course of the event, as the language of the awards was read aloud, it became apparent that the dedication, zeal, and professionalism demonstrated by the staff of the ACA Northern Region exemplified the best Army qualities and that the Director of the ACA could be confident that this awards ceremony would be the first of many that she would have cause to conduct for the personnel of the ACA.

News You Can Use... **Kit Lindfors, ACA NRHQ**

NRHQ worked with five Civilian Personnel Operation Centers and 22 CPACs to allow connectivity to all of the NR DOCs. In January 2004, we went operational. This connectivity allows the DOCs to route their personnel actions to the NRHQ Resource Support Office for approval. The RM specialist completes the budget portion of the personnel action and then forwards the approved action to the servicing CPOC for action. This process is very efficient and does not allow for down time.

Conversion to pay banding under National Security Personnel Systems (NSPS) that will be implemented throughout DoD is still undergoing metamorphosis. Information is being received daily. As soon as we have firm guidance, we will be issuing conversion procedures, pay bands, and expected implementation dates. This will be issued in the form of an NSPS Newsletter with updates as changes are received. Negotiations are now in progress with labor unions at the national level. While the negotiations are in progress, we will not publish official guidance. See Director's Cut for additional NSPS information. If you have any questions pertaining to this, please contact Kit Lindfors or Duna Ellis at ACA NRHQ.

Recognition Awards: Karen Perkins, NERO HR Specialist, for assistance to ACA NRHQ during the massive realignments of employees working under the Garrison to ACA.

Davey Moore, CPAC, CSR, for assisting ACA NRHQ in many aspects of civilian pay and timekeeping.

Patricia Somerville, CECOM, DCSPER, for assistance in the transfer of five Fort Monmouth Garrison employees to ACA NR.

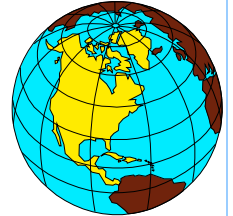
Margie Yun, ACA NRHQ, for 40 years of service (!) with pin presented by COL B.



Warmest NRHQ Birthday Wishes

January – Duna Ellis
February – Roger Ash
March – Linda Padgett, Nick Fuller

Around the Region...



Fort McCoy

B.J. Eldien, ACA NR ARCC Fort McCoy

- Awards made in support of mobilization. New contract awards: Numerous IT purchases totaling \$125K; tractor-trailer rentals totaling \$130K.
- Established 5-year agreement with Fort McCoy Lodging. Awarded contract for maintenance of Woodridge Family Housing, base plus four option years, approximately \$100K per year. Successfully negotiated NISH custodial support for Fort McCoy, resulting in base plus four option years contract at approximately \$1M per year.
- Request for Level II Certification was submitted for Ginger Edgerton.
- Mary Purpus and Kris Murray completed DAU CON 243 Architect-Engineer Contracting on 9 Jan 04.
- Mandy Johnson completed DAU CON 244 Construction Contracting on 16 Jan 04.
- Janell Bush completed DAU IND 100 Contract Property Admin and Disposition Fundamental on 16 Jan 04.
- MAJ Edler provided Contingency Contracting Support at National Training Center 2 Jan—6 Feb 04.
- Dawn Sharp and Mary Purpus attended Food Service Management Course at Fort Lee VA.
- Cindy Simpkinson, Marilyn Revels, and MAJ Edler will be attending CON 202 29 Feb—12 Mar 04.
- Kris Murray will be attending OLE the week of 7 Mar 04.

“Just In Time” COR Training

Jean Peterson, ACA NR Fort Riley

26 January—February 6 2004, QA Specialist, Micheal E. Fink, presented initial required Contracting Officers’ Representative (COR) training to members of the 243rd Quartermaster Battalion, Parsons, Kansas. Twenty-eight soldiers participated in two separate 32-hour sessions in order to prepare for rapid deployment. Participants ranged in rank from PVT to LTC and included an individual who works for a Government contractor in the IT field and one who works in quality assurance for a major aviation manufacturer. The DOC facilitated this “just in time” training to coincide with ongoing, required installation Theater Specific Individual Readiness Training (TSIRT) for this unit. Accommodating the unit in this way eliminated the need for travel to another location and avoided unnecessary disruption to the training and in processing schedule. This training will prepare the unit for their next mission, overseeing contractor operations in support of our troops in Iraq. This is another example of our commitment to supporting the warfighter and preparing our forces to serve more effectively.

Barracks Reconstitution Mission

Jean Peterson, ACA NR Fort Riley

In December 2003, Fort Riley awarded 17 delivery orders for approximately \$1.2M for barracks reconstitution. This reconstitution, which includes minor repairs, interior painting, new flooring, carpeting, and cleaning, is to be completed by 15 March 2004, in time for redeployment of soldiers to the installation. Reconstitution of these barracks contributes to the overall quality of life for our soldiers and is vital to the installation's mission success as a key power projection platform.

Personnel Changes

Jean Peterson, ACA NR Fort Riley

Fort Riley DOC welcomes Mr. Ron Seibel to the Contract Administration Division. Ron has spent most of his career in industry as a finance/cost analyst. He grew up in the Midwest and worked most recently in Wichita, Kansas, in the aircraft industry. Ron's first day at Fort Riley was a memorable one—Kansas is experiencing its worse winter since 1986, and the installation and most schools in the surrounding communities were closed. Ron "slid" into his new position as a Contract Administrator. Welcome aboard, Ron! (Editor's note—I'm hoping that was a figurative use of "slid", but I'm guessing it wasn't....)

Holiday Happenings

Bryan Samson, ACA NR Aberdeen Proving Ground

The hardworking ACA APG DOC team celebrated the holidays with a luncheon on 18 Dec 03. The DOC was pleased to welcome our ACA Director, Mrs. Sandra Sieber and the ACA Deputy Director, Mr. Bryon Young, who joined in the fun.



Hark the Herald Angels Sing...Mrs. Sieber joins in the singing of holiday favorites



Santa (Dennis Bolen, ACA APG DOC) congratulates our ACA Director for being on the "nice" list again this year

Legal Briefs

Roger Neds

Chief Counsel, ACA NR HQ



UPDATE ON SECTION 843 OF THE FY 04 DEFENSE AUTHORIZATION ACT

In the last newsletter, I discussed the provisions of this statute which limits task and delivery order contracts to a length of five years. Recently, the Office of General Counsel for the Department of Defense (OGC) issued an opinion at the request of the Director, Defense Procurement and Acquisition Policy. In that opinion OGC states "we believe the meaning of 'total' is clear and section 843 limits the maximum contract period 5 years. Therefore, any modification, option exercise, or other mechanism that would extend the duration of the contract beyond 5 years is precluded by the clear terms of the statute."

I believe this opinion makes it clear that for new contracts the total limit will be five years. It is my understanding that with the release of this opinion, the DFARS provisions concerning this should be forthcoming in the very near future. That guidance should also include how this statute will affect current contracts.

UPDATE ON SECTION 8022 OF THE FY 04 DEFENSE APPROPRIATIONS ACT

The DoD OGC also issued an opinion on the above provision which set the 30 month limit on multiple function studies conducted under OMB Circular A-76. In that opinion the OGC opined that the 30 month limit applied to ongoing studies as well as future studies. The opinion also stated that each of the Services were free to establish their own criteria in determining the start dates of A-76 studies. The Army policy has been that a study commences upon notification to Congress and ends upon the initial decision of whether to contract out. In light of this opinion, I believe those Army policies will remain as they have been.

APG SUCCESSFULLY COMPLETES MAJOR ADR

The Directorate of Contracting at Aberdeen Proving Ground, led by Contracting Officer Fil Kimball and Contract Specialist Ruth Ann Smith, successfully resolved a \$1.4 million claim through the use of Alternate Dispute Resolution (ADR). The claim concerned the amount of unabsorbed overhead a contractor was due for over 700 days of government caused delay. The primary issues in the case were the number of days that the contractor was required to be on standby and the calculation of damages under the Eichleay formula. The contractor had refused to provide any substantiation to its claim which led the Contracting Officer to deny the claim.

The ADR was conducted as a "mini trial" where each side made a presentation to a neutral third party. After the presentations, the neutral then met with each party in an attempt to reach a settlement. The parties finally settled for \$310K. Two DCAA auditors were part of the ADR team and participated in reaching the settlement. As a result of this effort, APG resolved a large claim for pennies on the dollar while saving the ACA and the Army the large expenditures of time and money that would have been required in conducting full scale litigation.

This ADR is also especially significant and historic in that it is the first major contract dispute ADR within the Army that was conducted by a private party neutral. Normally, ASBCA judges serve as the neutrals; however, in this case APG agreed to the contractor's request for a private neutral, establishing another ADR tool for resolving disputes.

Contracting Officers should be aware that the ASBCA judges have made themselves available to conduct ADR even if a dispute has not reached the stage of a formal claim. The judges provide this service without charge and travel on their own budget, so there is no funding downside to taking advantage of this procedure.

If you have a dispute which you believe could be resolved by ADR under the direction of an ASBCA judge and want to take advantage of this tool, please contact me and I will be happy to set that up.

Career Program & You

Linda Padgett

Procurement Analyst, ACA NRHQ



CIVILIAN LEADER DEVELOPMENT CORE CURRICULUM

In the collection of Quarterly Review & Assessment data we found that a better understanding of the mandatory leadership courses and who they pertain to is needed. We will address leadership training in this newsletter as well as in the ensuing issues, as necessary.

The following is a summation of the wonderful chart and descriptors found at the Civilian Personnel On-line website: <http://cpol.army.mil/permis/75.html>

MANDATORY CORE LEADERSHIP COURSES FOR:

INTERNS:

- Intern Leadership Development Course (ILDC) (On-Site)
- Action Officer Development Course (AODC) (On-Line)

SUPERVISORS:

- Supervisory Development Course (SDC) (On-Line)
- Leadership Education and Development Course (LEAD) (On-Site)

MANAGERS

- Manager Development Course (MDC) (On-Line)

EXECUTIVE: See the CPOL website, above.

NON-MANDATORY CORE LEADERSHIP TRAINING:

- Organizational Leadership for Executives (OLE)
- Personnel Management for Executives I (PME I)
- Personnel Management for Executives (PME II)
- The Sustaining Base Leadership and Management (SBLM) Program

You can find a link to the details/description of the courses at the following website: <http://www.cpol.army.mil/library/train/catalog/toc.html> Click on the course title and you will find everything you need to know. The course details provides information on:

- Location
- Schedule or link to schedule
- Eligibility Requirements
- Course Description
- Application Process
- Funding

INSTRUCTIONS FOR APPLYING FOR INTERN LEADERSHIP DEVELOPMENT COURSE (ILDC)

All interns (DA ACTEDS and local) must complete ILDC prior to graduation from their Intern program.

The length of the ILDC course is five days and is taught by Civilian Leadership Training facilitators at regional training sites. The schedule of classes is developed annually through coordinated efforts of the Center for Army Leadership (CAL), the ACTEDS Management Branch within OASA(M&RA), and field POCs.

Application Process. Interns do not apply for these classes directly; supervisors of interns should schedule their interns through the servicing CPAC. After the supervisor has scheduled the intern(s), the intern must access RASS and complete their DD 1556 (Training Request) and DD 1610 (Travel Request).

A DEFENSE ACQUISITION UNIVERSITY TIDBIT

Did you know that there are two types of DAU training certificates?

- One certificate will indicate the DAU Course Number and the number of CEUs awarded. This is the normal certificate issued for a certified DAWIA course.
- The other certificate will not indicate a DAU Course number or CEUs. It will contain the following statement, "This is not a certified DAWIA course and will not appear on your DAU transcript. No ACE credits or CEUs will be awarded. Completion of this course will not satisfy prerequisite requirements."

The certificate for the non-certified DAWIA course is for courses that have been tailored by DAU for organizations that pay DAU to conduct classes in specific acquisition areas or subjects. The courses have class numbers 201-299. If you complete a non-certified DAU course, you need to record the number of CLPs (classroom hours) on your IDP for approval and posting by your supervisor.

DA POLICY & PROCEDURES FOR SELECTION/PLACEMENT OF CIVILIANS IN ACQUISITION, LOGISTICS, AND TECHNOLOGY WORKFORCE POSITIONS

Selection/placement procedures for GS14s and above have been in place for several years in the acquisition community. Career Program Managers, supervisors of effected workforce members, and the workforce themselves have been made aware of the procedures through the acquisition community. The requirements were difficult to enforce since the personnel community was not a stakeholder in the initiative. It is anticipated that, with the signing of the October 29, 2003 memo from the Assistant G-1 for Civilian Personnel Policy, the personnel community will enforce the rules. The memorandum was forwarded to each NR Center and Direct Reporting DOC on January 6, 2004.

Guidance from the Deputy Director Army Acquisition Career Management (DDACM) for the selection and placement of civilians in Acquisition, Logistics and Technology Workforce, Critical Acquisition Positions (CAP) (grade GS-14 and above) supplements standard recruitment and placement processes and procedures. A copy of the policy, which was effective October 22, 2003, can be found at the Acquisition Support Center web site: http://asc.army.mil/docs/policy/atwf_hiringpolicy.pdf

Some of the more pertinent items in the document follows:

III POLICY. . .

E. Individuals may be tentatively selected for a CAP pending verification of AC (Acquisition Corps) membership or accession into the AC. A permanent offer may not be rendered until verification is accomplished or a waiver is granted in accordance with reference L.

The twelve pages of guidance provide very specific procedures for:

- Validating a CAP and requesting recruitment for a CAP
- Recruiting Requirements for a CAP
- Announcing a CAP
- Making a selection for a CAP
- Processing AC membership documents upon selection of an applicant
- Documenting accession into the AC
- Processing the personnel action

These procedures need to be reviewed and compared with your current recruiting and selection procedures. Some portions of the processes outlined in the October 22, 2003 policy are in addition to those you normally follow.

IV PROCEDURES . . .

2. Recruiting Requirements for a CAP:

The guidance addresses specific recruitment guidance which should be reviewed prior to recruitment to ensure it is addressed in the RPA.

3. Announcing a CAP: Career program referral notification letters and/or the external recruitment/internal vacancy announcements must contain the following statements:

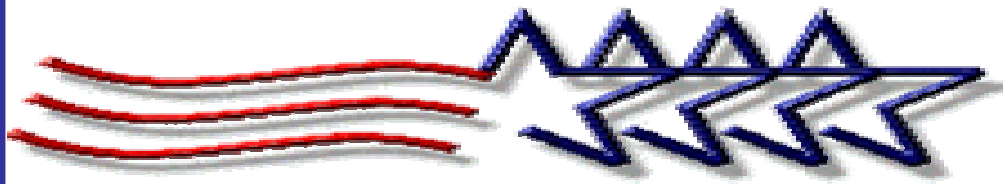
- "Defense Acquisition Workforce Improvement Act Career Field Position.
- Army Acquisition, Logistics and Technology Workforce (AL&TWF) applicants must have an Acquisition Career Record Brief (ACRB) on file in the Career Acquisition Personnel and Position Management Information System (CAPPNIS).
- Acquisition Corps membership is required prior to appointment to a CAP, except as noted in the paragraph below.
- Personnel demonstration project broadband/pay-band positions that encompass the converted equivalent grades of GS-12 through GS-14 and GS-13 and GS-14 are considered target CAPs. AC membership is required before rendering a final offer if the selectee is hired at the pay rate of a GS-14, Step 4, or greater. Individuals hired at a lower pay rate must qualify and be

accessed into the AC prior to reaching or exceeding the pay rate of a GS-14, Step 4.

- All candidates who meet the basic qualification requirements will be considered. Subject to proof of AC membership, AC members from other services will be accepted by Army without additional review.
- Selectees must sign an AC written tenure agreement to remain in the Federal service in this position for at least three years.
- All selectees must sign an AC Mobility Agreement. (Mobility includes functional and organizational moves as well as geographic moves.)
- Completion of mandatory acquisition training requirements for this position is a condition of employment.
- The above documents and information on the ACRB, AC membership and Corps Eligible (CE) status may be found at <http://asc.rdaisa.army.mil/>. Individuals with questions may contact an Acquisition Career Manager (ACM) for assistance.
- This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination on request for reasonable accommodation will be made on a case-by-case basis."

4. Making a selection for a CAP:

- a. The selecting official is responsible for ensuring that fully qualified candidates who meet AC qualifications are selected when available. Candidates who are not qualified for AC membership may only be selected when no candidates on the selection list meet AC membership requirements or when all who do meet the requirements decline the position. The Civilian Personnel Advisory Center (CPAC), with assistance from the Acquisition Career Manager (ACM), will make the determination of AC qualifications. Non-AC members who are tentatively selected must be accessed into the AC, or be granted a waiver, before final selection to the position.
- b. The selecting official is responsible for ensuring that selectees for Personnel Demonstration Project broadbands/paybands that include the former grade of GS-14 (GS-12 to GS-14 and GS-13 to GS-14) can reasonably meet AC membership requirements prior to reaching the pay rate of GS-14, Step 4. The employee's plan for becoming an AC member shall be clearly documented on the Individual Development Plan (IDP).
- c. The selecting official is responsible for ensuring that selectees with Level-II ACF certification or training complete an IDP within 45 days of entrance on duty that details how the selectee will become certified at Level III within 18 months.



Notes From The Hill

Mary Paige

Procurement Analyst, ACA NRHQ



PROPOSED RULES – DFARS TRANSFORMATION

The Office of the Director of Defense Procurement and Acquisition Policy published 14 proposed DFARS rules in the Federal Register on February 23, 2004. The proposed rules are a result of DFARS Transformation, which is a major DoD initiative to dramatically change the purpose and content of the DFARS. The transformed DFARS will contain requirements of law, DoD-wide policies, delegations of FAR authorities, deviations from FAR requirements, and policies/procedures that have a significant effect on the public. The objective is to improve the efficiency and effectiveness of the acquisition process, creating an environment that allows the acquisition workforce greater flexibility in meeting customer mission needs. Additional information on this initiative is available at <http://www.acq.osd.mil/dpap/dfars/transf.htm>.

Procedures, Guidance, and Information (DFARS Case 2003-D090)

Establishes the framework for a new DFARS companion resource, Procedures, Guidance, and Information (PGI), which will contain mandatory and non-mandatory internal DoD procedures, non-mandatory guidance, and supplemental information. Use of PGI will enable DoD to more rapidly convey internal administrative and procedural information to the acquisition workforce. PGI will not contain policy or procedures that significantly affect the public and, therefore, will not be published in the Federal Register or the Code of Federal Regulations. PGI will be available on the World Wide Web and will be electronically linked to the DFARS. The interlinked DFARS and PGI text for the proposed rules that follow will be available at <http://www.acq.osd.mil/dpap/dfars/changes.htm>.

Contractor Qualifications Relating to Contract Placement (DFARS Case 2003-D011)

Deletes obsolete text pertaining to Intermediate Range Nuclear Forces Treaty inspections; deletes unnecessary first article testing and approval requirements; and relocates procedures for requesting pre-award surveys and obtaining approval for product qualification requirements to PGI.

Improper Business Practices and Contractor Qualifications Relating to Debarment, Suspension, and Business Ethics (DFARS Case 2003-D012)

Consolidates text on reporting violations and suspected violations of certain requirements; updates a contract clause pertaining to prohibitions on persons convicted of fraud or other defense-contract-related felonies; and relocates internal review and referral procedures to PGI.

Publicizing Contract Actions (DFARS Case 2003-D016)

Deletes unnecessary text pertaining to cooperative agreement holders, paid advertisements, and synopsis requirements; and relocates a synopsis format to PGI.

Competition Requirements (DFARS Case 2003-D017)

Deletes text that is obsolete or duplicative of FAR policy; and relocates procedures for documenting reasons for use of other than full and open competition to PGI.

Laws Inapplicable to Commercial Subcontracts (DFARS Case 2003-D018)

Removes the Trade Agreements Act and the Buy American Act from the list of laws inapplicable to subcontracts for the acquisition of commercial items. Inclusion of these laws on the list is unnecessary, because the Government does not apply the restrictions of the Trade Agreements Act or the Buy American Act at the subcontract level. The prime contractor is responsible for providing an end product that meets the requirements of the Acts.

Major Systems Acquisition (DFARS Case 2003-D030)

Deletes unnecessary definitions; updates references to the DoD 5000 series documents; clarifies earned value management system and cost/schedule status reporting requirements; and relocates internal review procedures to PGI.

Cost Principles and Procedures (DFARS Case 2003-D036)

Deletes obsolete and duplicative text pertaining to contract cost principles; and relocates procedural text on Government responsibilities relating to contractor restructuring costs to PGI.

Insurance (DFARS Case 2003-D037)

Relocates procedural text on risk-pooling insurance arrangements and requests for waiver of overseas workers' compensation requirements to PGI.

Protection of Privacy and Freedom of Information (DFARS Case 2003-D038)

Deletes text pertaining to protection of individual privacy and the Freedom of Information Act. This subject is adequately addressed in other DoD publications, which are referenced in the DFARS.

Contractor Use of Government Supply Sources (DFARS Case 2003-D045)

Clarifies contractor requirements for payment of invoices from Government supply sources; and relocates procedures for authorizing contractor use of Government supply sources to PGI.

Removal of Obsolete Research and Development Contracting Procedures (DFARS Case 2003-D058)

Deletes a standard format previously used for research and development solicitations and contracts. The format has become obsolete due to advances in technology and use of the World Wide Web.

Research and Development Contracting (DFARS Case 2003-D067)

Deletes unnecessary text on solicitation and contract content; updates statutory references; updates a clause pertaining to contractor submission of scientific and technical reports; and relocates procedures for maintenance of scientific and technical reports to PGI.

Sealed Bidding (DFARS Case 2003-D076)

Deletes unnecessary text on structuring of contracts, providing copies of documents, and preparation of solicitations; and updates the list of officials authorized to permit correction of mistakes in bid.

Two Small Steps To “World Class” Service

Dr. E.L. Diggs
ACA NERO Liaison



Since the formation of the IMA Northeast Region, Fort Monroe, Virginia, potential contractors have frequently requested an opportunity to give capability briefings to the Northeast Regional Director and her senior staff. As the region's Liaison Officer (LNO), I was called upon to put procedures in place to manage the barrage of requests and to reduce the “direct” access to the front office.

Our IMA partners rely on the ACA team for on-call assistance with pressing acquisition-related issues, from analysis and planning to contract management. With this concept in mind, I approached the acquisition team to synergize the process. Contracting personnel from all levels were involved from the Northern Region Legal Counsel, Business Systems Division personnel, to the ACA HQ's Policy Director.

In response to the request for procedures, I developed a two-step plan, which yielded huge dividends. This plan transformed an area of overwhelming concern into a successful business practice. The first step mapped out the procedures to be followed for accommodating contractor office visit requests. It entailed guidance on requesting contractor capability packages, redirecting contractors to the appropriate functional division chief (in the case of large businesses) or the Associate Director for Small and Disadvantaged Business Utilization (in the case of small businesses). The NERO Deputy Director or Chief of Staff makes the final decision on the most appropriate representative to meet with the contractor. The LNO or someone from ACA will attend meeting when the Regional Director or senior staff is deemed to be the most appropriate representative to meet with a contractor.

Step two encompassed developing general guidelines for conducting a meeting with contractors. Research of the subject discovered several articles. Guidelines were drafted to include additional procedures from the ACA team. The final product is a pocket-sized brochure that can be easily produced, distributed, and read. Please contact me for your copy.

It doesn't take a “rocket scientist” to design a process that works, just a cooperative spirit embodied in a team of acquisition professionals!



*"Anywhere,
Anytime, Any Way...
VISA. How the
world pays."*

Purchase Card Corner

Diane Broadway

Alt ACA NRHQ Level 3

Just a couple of thoughts Elaine and I would like to share about our A/OPCs of the Northern Region. The **FIRST AND FOREMOST** is that we want you to know how much we value their continued support. Each one of them exists in a tumultuous world, with requirements, taskers, and seemingly impossible demands placed upon them every single day. Everyone knows we are all being asked to do more with less. Everyone has resource issues and serious constraints. And yet, they serve, react to short-fused requirements, fix problems, review and audit accounts, monitor levels of activity, and respond to data calls and suspenses with such a HIGH LEVEL of professionalism that Elaine and I are simply in awe!! There has never been an instance that they haven't been there for your customers, responding to pleas from customers at home or on leave. They are AMAZING!!! Such dedication, such devotion to duty should not go unnoticed. For all that our A/OPCs do for their customers, for the GPC Program, and for us, we offer them our sincere gratitude.

We are all experiencing some growing pains, as do most organizations, but everyone is handling them with a great attitude. And that makes working with each of our A/OPCs our distinct pleasure. Because of them, we have the finest GPC Program in DoD! We're very proud and gratified to work with the greatest A/OPCs. When you next speak to one of these professionals, give them a well deserved "attaboy" – they really are the backbone of the ACA's GPC.

We have several issues we are targeting, chief among them are delinquencies. And we are making tremendous strides. We're not there yet. We fully realize it is difficult to effect and comply with Army's "Zero Delinquency" policy when we do not control the payment process from beginning to end. But there are many ways of achieving the Army's policy by partnering with our DFAS payment offices, our customers, and our Resource Managers, building solid and positive working relationships with them, cultivating that level of trust, building upon these foundations to create win-win-win situations for all concerned. We know of several A/OPCs who enjoy a fantastic working relationship with all of the folks involved in their program. We tip our hats to them!

Heretofore this fiscal year, we have aggressively focused our delinquency tracking energies on those delinquencies greater than 90 days. We have drastically reduced this category and will soon be targeting, with the same zeal, delinquencies greater than 60 days. We are enlisting the assistance of everyone involved in the program in our efforts to comply with Army's Zero Delinquency Policy. With your efforts, delinquencies will be the exception, rather than the rule. Thanks again for your tireless efforts!

Time to begin planning for the FY04 GSA SmartPay Conference. This year's conference will be 24-26 Aug 04 in New Orleans, Louisiana. We do not have all of the conference data yet, but we will pass to you as soon as we receive it.